

**MINUTES OF POLICE AND FIRE COMMISSION
MEETING OF MAY 21, 2020**

4:00 p.m.

Virtual Meeting

MEMBERS PRESENT: Daniel Kincaid, Disa Wahlstrand, Stephanie Finn, Selika Ducksworth-Lawton, Kimberly Cronk

STAFF PRESENT: Police Chief Matt Rokus
Fire Chief Chris Bell
Human Resources Director Victoria Seltun

The Commission convened in open session at 4:00 p.m. Meeting was called to order by President Daniel Kincaid. President Kincaid asked if there were any corrections or additions to the minutes of the Police and Fire Commission meeting held on March 19, 2020. No corrections or additions were noted, and the minutes stand approved as circulated.

Chief Rokus provided a personnel update. The department has two upcoming retirements at the end of May. These were both planned, but the timeline has been moved up due to the current COVID-19 situation. With these retirements, the department has six officer vacancies. Currently there are two offer letters being processed from the March hiring process. The current eligibility list has been exhausted and if both offer letters are accepted there will still be four officer vacancies.

Chief Rokus presented the Police Department Annual Report to the Commission. He provided a brief overview of the report noting that the City has a stable crime rate. Discussion was held.

Chief Rokus provided operational updates. The main focus of the Department has been dealing with COVID-19. The Department has made an emergency move to a different patrol division schedule to reduce the number of teams working together in case of an exposure. The “emergency” clause in the Union contract allowed the Chief to make this change, but he worked closely with the Union to put it into effect. They will re-evaluate at the end of June. The Department has also prioritized working from home when possible. Calls for service did decline during the month of March, but they are seeing an increase now and are back at the typical seasonal levels. Chief Rokus mentioned the difficulties and unique situation of attempting to be engaged with the community during a pandemic. Discussion was held. Chief Rokus also provided an update on the March 20th homicide in Eau Claire, which was the first in over 3 years.

Chief Bell provided a personnel update. The Department currently has 4 full-time position vacancies, with 1 planned retirement in late June. He plans to bring forth a promotional recommendation in July. The Department has extended the employment of six of the limited term employees that were brought on in March for another 8 weeks. The CVTC hiring process is most likely on hold until August, with the hopes of interviews in September. One employee with the Department is on a last chance agreement which was submitted to the PFC President.

Chief Bell discussed the proposed Fire Department Engineer, Lieutenant, and Captain promotional eligibility lists as distributed with the packet. Discussion was held. Commissioner Ducksworth-Lawton made a motion, seconded by Commissioner Finn, and passed unanimously, to adopt the Fire Department Engineer, Captain and Lieutenant promotional eligibility lists as distributed for 2020-2021, effective June 1, 2020.

Chief Bell presented the Fire Department Annual Report to the Commission. He provided a brief overview of the report. Discussion was held.

Chief Bell provided operational updates. Chief discussed the Department's response to COVID-19, including the acquisition of much-needed PPE supplies. Unfortunately, the Department is unable to conduct their work remotely, so all employees have been physically present for their positions, including the Chief's staff.

Elections of Commission officers were held as follows:

President: Commissioner Ducksworth-Lawton made a motion, seconded by Commissioner Finn, and passed unanimously, to elect Daniel Kincaid, President.

Vice President: Commissioner Wahlstrand made a motion, seconded by Commissioner Cronk, and passed unanimously, to elect Stephanie Finn, Vice President.

Secretary: Commissioner Finn made a motion, seconded by Commissioner Ducksworth-Lawton, and passed unanimously, to elect the Human Resources Specialist, Kelly Shea, Secretary.

President Kincaid asked if there are any future agenda items. Discussion was held.

Motion was made by Commissioner Ducksworth-Lawton to adjourn the meeting, seconded by Commissioner Wahlstrand, and the meeting was adjourned at 4:52 p.m.

The next regularly scheduled Police and Fire Commission meeting is July 16, 2020.

Minutes recorded by Kelly Shea, Police and Fire Commission Secretary.